

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 20
Fiscal Year: 2022/2023
Posted Date: 04/26/2023
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	7501	Environmental Service Worker	General Laborer Apprentice

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Environmental Service Worker General Laborer Apprentice
Job Code: 7501

DEFINITION

~~Under direct supervision, removes graffiti and assists laborer and gardener classes in the removal of refuse and dirt from city streets, sidewalks, plazas, stairways, building frontages, parks, playgrounds, and other areas for reasons of public safety, code compliance, health and beautification and maintains city streets, trees and related landscaped areas in a safe, healthy and attractive condition.~~

Under close guidance and direct supervision, performs a variety of manual labor tasks in support of 7514 General Laborers, such as assisting in the removal of debris from construction, maintenance, wrecking, or repair work; assisting in the loading and unloading of materials, supplies, furniture, and equipment; learning to work as part of a crew with other crafts; and learning to operate various types of equipment and machinery including pneumatic and hand tools associated with general construction.

DISTINGUISHING FEATURES

~~The Environmental Service Worker is an entry-level classification which performs routine and basic services to assist laborer and gardener classes in maintenance and servicing, including removal of graffiti and debris.~~

This class is the training level class in the laborer series. Incumbents in this classification receive on-the-job training in 7514 General Laborer work. Positions involve sustained physical effort and exposure to a variety of disagreeable working conditions and inclement weather.

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

- ~~1. Assists individually, or as part of a crew, in sweeping and removal of litter in assigned areas; screening of sandboxes for glass and litter; depositing of debris in plastic bags for pickup; and loading of debris on various clean-up trucks such as pickups, flatbeds, dump trucks, and refuse packer trucks.~~
- ~~2. Mixes paints and cleaners according to instructions; scrapes, scours and soda-blasts areas and materials; and applies paint for graffiti removal jobs on a variety of clean-up and graffiti removal jobs.~~
- ~~3. Assists laborer and gardener classes in removing of vegetation and debris from planted areas; weeding; preparing ground for planting; moving/trimming of lawns; operating power lawn mower on lawns and erosion slope areas; pruning trees and plant material with hand and power equipment; watering planted areas with hoses or automatic sprinklers; planting trees; shrubs and groundcover; trapping rodents.~~

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- ~~4. Assists in responding to specific service requests generated by the public, department or other City agency.~~
- ~~5. Cleans surface areas around street catch-basins and drainage grates.~~
- ~~6. Loads and unloads materials, supplies, and equipment on and off trucks in proper and safe manner.~~
- ~~7. Operates power equipment (e.g., high-pressure hot water washers and steam cleaners, compressors, soda-blasting units, chain saws); a variety of small hand tools; lawn mowers;~~
- ~~8. Assists craft workers by performing various non-technical tasks.~~
- ~~9. Assists in setting up traffic barricades and lights on work sites in a safe and proper manner; may serve as flag operator as required.~~
- ~~10. Assists laborer and gardener classes in making minor repairs and adjustments to landscape irrigation systems, mower equipment, and hoses.~~
- ~~11. Performs related duties and responsibilities as assigned.~~
- 1. Assists in excavating trenches (using various pneumatic and hand tools, including 90-pound jackhammers) for water and sewer lines, underground utility repair, or electrical conduits; backfilling and compacting excavations; and potholing transmission mains and service piping.**
- 2. Assists in clearing culverts, staking fabric to prevent erosion of work sites, and cementing and rip-raping upstream and downstream of culverts.**
- 3. Stabilizes embankments by assisting in building wetwalls and drywalls alongside roadways and waterways.**
- 4. Learns to clear obstacles prior to machine mowing.**
- 5. Assists the flag operator and sets up traffic barricades and lights or other barriers around work sites (on streets or in other locations).**
- 6. Assists in clearing and chipping vegetation, brush, limbs; clearing firebreaks, watershed roadways, v-ditches, jogging and foot paths, pipeline rights-of-way, around structures, buildings, risers, vaults, and valve lots; cutting access routes to watershed domestic utility lines and springs; removing small trees and grinding stumps.**
- 7. Assists in installing and maintaining chain link, barbed wire and hogwire fencing; assists in cementing watershed gate posts and chain link fence posts.**
- 8. Learns to load and unload materials, supplies, furniture, and/or equipment by hand or with booms, power tailgate, forklift, and other moving equipment for moving to and from worksites (examples: jackhammers, sandbags, cement bags, debris bags, railroad ties, whackers, vibratory plates).**
- 9. Learns to remove and clean up debris resulting from construction, maintenance, wrecking, or repair work around grounds and building areas using hands, broom, shovel, wheelbarrow, etc.**

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10. Learns to work in confined spaces to assist in cleaning and flushing catch basins, septic tanks, or sewage treatment plants with shovels, hoses, and pumps to ensure proper drainage of the sewer system.
11. Learns to operate and maintain pneumatic, electrical, mechanical, and hand tools including air compressors, jack hammers, tie tampers, sand blasters, steam cleaners, hoists, drills, chain saws, cement mixers, chipping guns, weed whackers, spaders, stump grinders, fence stretchers, aerial lift buckets, and other hand tools to assist craft workers in getting their jobs done.
12. Assist in mixing and preparing concrete.
13. Assists in the application of concrete and asphalt to repair roads and sidewalks.
14. Assists in sweeping streets and sidewalks
15. Learns to apply disinfectants, de-greasers, and herbicides to streets and sidewalks.
16. Learns to scrub streets, sidewalks, and plazas with a broom or high-pressure water hose.
17. Assists in picking up litter and puts debris into bags.
18. Assists in cleaning up illegal dumping sites, spills on city streets, and sites of accidents.
19. Assists in removing litter and signs from poles and benches.
20. Learns to operate motorized sidewalk sweepers to clean sidewalks.
21. Learns to use radio communication system or other communication devices.
22. Assists in managing a tool room, distributing tools and tracking inventory.
23. Learns to completes forms such as work orders, daily work or field reports, and/or accident report forms.
24. Learns to drive a truck and/or car to work sites and follows route or other maps.
25. Learns to prepare surfaces for painting; removes graffiti from public/private property using a computerized color matching program, soda blaster, and/or steam cleaner.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to: Requires ability to learn the proper methods used in cleaning and litter/vegetation removal, light maintenance and repair, loading/unloading debris and materials; graffiti removal; and general ground maintenance; use tools and equipment properly including the operation of power equipment (e.g., high-pressure hot water washers, steam cleaners, compressors, soda-blasting units, chain saws, lawn mowers); correctly lift equipment and heavy debris bags to truck bed level and read and write simple reports.

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MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

~~Any combination of training and experience that would provide the required knowledge, skills and abilities may be qualifying.~~

License and Certification:

Possession of a valid California Class C driver's license.

Substitution:

SPECIAL REQUIREMENTS

~~Essential duties require the following physical skills and work environment: Considerable physical effort, i.e., kneeling, bending and squatting for considerable periods of time; occasional exposure to rain, other inclement weather conditions and somewhat disagreeable working conditions.~~

SUPPLEMENTAL INFORMATION

Special Requirements: Physical strength, endurance, and dexterity to perform tasks such as lifting and/or handling materials and objects weighing up to 90 pounds, carrying such materials at least 50 feet, balancing 10-foot long pieces of lumber; sustained physical effort, frequently under adverse weather conditions and/or disagreeable working conditions, such as working on roads or streets in traffic or in cold or rain or being exposed to feces and urine, raw sewage, used syringes, toxic and hazardous materials, poison oak, poisonous snakes, and insects; and confined space entry.

PROMOTIVE LINES

ORIGINATION DATE:

4/21/1998

AMENDED DATE:

X/XX/XXXX (Retitle and Amend)

REASON FOR AMENDMENT:

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN, SFMTA